

# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*



<b>Program Area:</b>	General Operations	<b>Directive Number:</b>	GO-26
<b>Date:</b>	August 1, 2000	<b>Supersedes:</b>	N/A
<b>Subject:</b>	Final LTPP Data Status Reports		

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## Introduction

This directive provides instructions to the Long-Term Pavement Performance (LTPP) Regional Coordination Office Contractors (RCOCs) for preparation of the Final Data Status Reports for test sections and projects included in the LTPP program. The purpose of these reports is threefold:

- To provide summary of the extent, completeness, and character of the data for a test section or project at the completion of the data resolution effort, which took place from May 1997 to August 1, 2000.
- To provide summary of improvements in data extent, completeness, and character as a result of the data resolution effort.
- To document actions taken by the LTPP program and participating agencies to resolve data completeness issues.

The final reports will also result in a tool that can be used to assess data completeness, from an analysis perspective, but is limited to data collected through 1998 for reasons explained later in the directive.

## Final Data Status Reports

The final data status reports will consist of the following three forms:

- Data Status Summary form, which provides an overall indication of the amount, quality

- and completeness of data which have been collected.
- Data Resolution Plan, which provides additional information or notes on those items shown in the data status summary form as being incomplete or questionable.
- Contact log which provides a record of contacts between LTPP and highway agency officials

Definitions and instructions for completing the first two forms are provided in ***LTPP Directives GO-10: LTPP Data Resolution*** and ***GO-17: LTPP Data Resolution Update and Closure Process***.

Preparation of the final data status reports shall consist of (1) correction of inconsistencies or errors in the status summary and data resolution plan forms, (2) adjustment of the cell shading in the data status summary form based on outcome of data resolution effort, (3) update of data resolution forms and (4) preparation of contact log. The warrants for cell shading for data deficiencies in the data status summary form are specified in LTPP Directive GO-10; however, the shading scheme specified in LTPP Directive GO-17 shall be used for preparation of the final data status reports. An entry must be made on the data resolution form for all cells which are left shaded on the data status summary form.

The formats shown in Tables 1 and 2 shall be used for all data status summary and data resolution forms. These forms are the same as provided with LTPP Directive GO-10, except a new row has been added at the bottom of the data status summary form to include the final test section monitoring category (referred to as Current Monitoring Category in Table 1). Entry of the final monitoring category for each test section or project in this new row shall be based on the results of the process outlined in ***LTPP Directive GO-19: LTPP Data Completeness and Monitoring Adjustment Process*** or as approved by the FHWA LTPP Team Leader.

The format of the highway agency contact log is at the discretion of the RCOC, however, it must contain all of the required data elements specified in LTPP Directive GO-17. A separate form shall be prepared for each agency. If convenient, the information can be inserted into electronic file containing Tables 1 and 2.

In order to provide a convenient mechanism for compilation and evaluation of these reports from all of the LTPP regions, the RCOCs are required to submit these reports in Microsoft Excel 97 electronic format.

## **Special Instructions**

The regions must comply with the following specific instructions when preparing the final data status reports:

- Final reports shall be prepared for all GPS test sections and SPS projects contained in the

**EXPERIMENT\_SECTION** table whose STATUS field is **not** equal to R (Rejected), but including those whose STATUS is equal to O (out-of-study).

- The shading pattern for those sections previously shaded as grey, but for which no proof of intent, as defined in LTPP Directive GO-17, has been received shall be changed to a stripe format. In situations where proof of intent had previously been received, but the RCOC has information which suggests the data deficiency may not be resolved as indicated, the RCOCs shall contact their respective FHWA Contracting Officer Technical Representative (COTR) or designated person to determine if the cell shading should be changed to a stripe pattern.
- For all cells shaded grey, the description of the proof of intent shall be included on Table 2.
- If during the data review, the RCOCs have cause to shade a cell which is the responsibility of the LTPP program black, they shall notify the FHWA immediately so that action can be taken to rectify the issue. (Identification of agency responsibility for each data item is contained in the February 2, 1999 memorandum from Gary Elkins entitled "Computation of Data Completeness and Data Resolution Ratings".)
- Completion date for corrective actions is August 1, 2000. Actions to correct known deficiencies must be completed by this date. Actions to take in those situations where completion of corrective activities are expected to occur after this date must be discussed with the FHWA Contracting Officer Technical Representative (COTR) or designated person on a case-by-case basis. For this discussion, the RCOCs should have received, or attempted to receive proof of intent to correct the deficiency from the responsible agency.
- Final reports shall cover collected or missing data through the Summer of 1998, which is when the data resolution effort was started. Data collected subsequent to this date shall not be addressed in the final reports.
- A separate spreadsheet file shall be created for each agency report. Each file shall contain both the completed data status summary (Table 1) and data resolution (Table 2) forms for each agency. If convenient, contact log information can be inserted into the files. The following file naming convention shall be used for the electronically submitted files:

scrrUX.xls

where,

sc	=	two digit state agency code as specified in Table A.1 of the LTPP Data Collection Guide; leading zeros should be included.
rr	=	two digit abbreviation for LTPP region; NA for North Atlantic, NC for North Central, SR for Southern Region, and WR for Western Region.
U	=	constant single character (U for Update).

X = final update of LTPP data status reports.  
xls = MS Excel file extension.

## Schedule

The following schedule shall be followed for completion of the final data status reports:

August 1, 2000	<b>Completion Date for Corrective Data Actions.</b> Action to correct known data deficiencies must be completed by this date. Corrective activities whose completion date is expected to occur after this date should be discussed with the FHWA LTPP Team on a case-by-case basis.
September 1, 2000	<b>Final Draft Data Status Reports.</b> RCOCs shall complete development of the final draft data status reports based on information collected during data resolution effort. Electronic copies of the reports shall be submitted to the FHWA LTPP Team and the TSSC by September 1, 2000. <i>Contact logs do not have to be included with reports submitted on this date.</i>
September 15, 2000	<b>Report Review and Data Completeness Ratings.</b> The FHWA LTPP Team and TSSC will review the draft final data status reports. Questions regarding the reports will be directed to the RCOCs. TSSC shall also compute the data completeness and resolution ratings for both highway agency and LTPP responsible issues as well as the national averages. Both the review and ratings shall be completed and returned to the RCOCs for final review by September 15, 2000.
September 22, 2000	<b>Final Report Distribution.</b> Four sets of printed paper copies of the Final Data Status Reports shall be sent by express over-night mail to the FHWA-LTPP team staff. <i>Contact logs must be included with reports submitted on this date.</i> Electronic copies of the reports shall also be submitted to the FHWA with copies sent to the LTPP TSSC.
September 29, 2000	<b>Draft Final LTPP Data Resolution Report.</b> The FHWA LTPP Team and TSSC shall prepare a draft final data resolution report for presentation to the TRB LTPP Committee at their November 2000 meeting.

October 6, 2000

**Report Review.** Copies of the final data resolution report shall be provided electronically to the RCOCs and selected TRB ETG members for review and comment by October 6, 2000.

October 20, 2000

**Final LTPP Data Resolution Report.** The FHWA LTPP Team and TSSC shall prepare the final data resolution report based on comments received from the RCOCs and selected TRB ETG members. The final report will be distributed to highway agencies and to TRB LTPP Committee, Subcommittees, and ETG members by October 20, 2000.

November 3, 2000

**Final LTPP Data Resolution Presentation to TRB LTPP Committee.** A presentation of the final data resolution report shall be made by the FHWA LTPP staff to the TRB LTPP Committee at their November 2-3, 2000 meeting.

Prepared by: TSSC

Approved by:

Aramis López  
LTPP Team Leader